

## People Work



## Paperwork

Client  
Arrives

Intake

\* Add New Client

Last:*	Smith	First:*	John
SSN:*	111-22-3333	EmpStatus:*	unemployed
Veteran Status:*		Yes	

John Smith arrived at the One Stop Career Center and stated he was searching for a job. Staff suggested Mr. Smith use the job matching system and showed him how to use the system. Staff collected the requisite data to add Mr. Smith as a new client.

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**1st Core Service -**  
(Common Participation Date)

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## \* Services

<b>"Self-help - Job Search - Generic"</b>			
Begin Date:*	08/01/06	Status:*	Completed
Planned End Date:*	08/01/06	Actual End Date:*	08/01/06
Funding Stream:*		WIA Adult	

## Case Notes

Entry Date:*	08/01/06	Regarding:*	1st Visit
Case Note:	Helped Mr. Smith get started on state job matching database.		

Universal / Core Self-service

Mr. Smith returned to the One Stop several days later and wants to improve his resume. Staff suggested he use the resume builder software and video.

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## \* Services

<b>"Self-help - Utilized resume builder software/video"</b>			
Begin Date:*	08/07/06	Status:*	Completed
Planned End Date:*	08/07/06	Actual End Date:*	08/07/06
Funding Stream:*		WIA Adult	

## Case Notes

Entry Date:*	08/07/06	Regarding:*	2nd visit
Case Note:	Helped Mr. Smith get started with the resume software.		